



**Downtown Main Office**  
647 E. 4<sup>th</sup> St.  
Long Beach, Ca 90802  
Office Hours 9:00 AM to 5:00 PM  
Monday-Saturday



Revised 06/03/16  
Tenant Criteria

**EQUAL HOUSING OPPORTUNITY**  
We Do Business in Accordance With  
The Federal Fair Housing Law  
(The Fair Housing Amendments Act of 1968)

**Belmont Heights Rental Office**  
C/O Out of the Box"  
375 Redondo Ave.  
Long Beach, Ca 90814

## TENANT CRITERIA

1. All applicants must be treated alike, in a consistent and fair manner. All restrictions, rules and other criteria are applied consistently to all applicants. **We do not deny people housing because of race, color, ancestry, national origin, religion, sexual orientation, familial status, disability, sex, or marital status.**
2. All applicants with children are welcome to rent an apartment, as long as the total number of persons meet the occupancy guidelines We limit the number persons per apartment pursuant to the Institute of Real Estate Management suggested fair and reasonable occupancy standards as follows:

**Studio: 2 persons**  
**Two Bedroom: 5 persons**

**One Bedroom: 3 persons**  
**Three Bedrooms: 7 persons**

3. We rent to persons who pay on time, do not disturb other residents, keep apartments clean and in good condition, and comply with building rules and regulations.
4. All persons over the age of eighteen must complete a separate "Application to Rent" and grant permission for extensive credit checking and personal history investigation. Married couples must each complete a separate application.
5. Applications are processed in order of receipt. The applicant who; a) pays the application fee (at time of application), b) fills out an application completely and turns in all required documents, and c) qualifies, and pays the balance of required move-in costs after approval, will get the apartment. The credit fee in the amount of \$30.00 cash or money order per application is a **non-refundable** administrative charge to cover the processing of the rental application. Upon move-in, you will need a cashier's check or money order, as **NO PERSONAL CHECKS, CREDIT/DEBIT CARDS, OR CASH WILL BE ACCEPTED.**
6. The collective monthly net income and/or verifiable financial aid of the applicant(s) must be equal to or greater than; 1) The monthly rent amount , plus, 2) total monthly obligations, plus, 3) 30% of the net income of the applicant(s). Each applicant must have good occupancy history, good credit background, and no prior evictions.
7. The applicants must all have sufficient cash reserves or a line of credit to accommodate major cash demands such as job loss, illness, or major car repairs; lacking these, applicants must provide a qualified co-signer. However, a co-signer is not to be used to compensate for poor credit, job instability or bad tenant history. Subletting is not permitted. The Credit Office will advise you if you need a co-signer.
8. The ability to pay rent is related to job stability or a regular source of income and or financial aid. Ideally, the applicant should be on any job for a minimum of one year with minimal time loss between jobs. As long as the income and/or financial aid is verifiable we do not discriminate against those persons whose means of income include such subsidized forms as social security, AFDC, unemployment compensation, Calworks, etc. Unreported cash income is not acceptable.
9. If you are disabled, you have the right to request alterations be made to the property (at your expense) if you desire to rent the apartment. While we do restrict pets, we do allow animals that provide needed assistance to disabled individuals with a physician's certification.
10. None of the apartments managed by Belmont Brokerage & Management, Inc. are "Adult Only" apartments and therefore all apartments are available to families with children.
11. Waterbeds are allowed, if the resident provides proof of adequate insurance and the building load factors are not exceeded.
12. Please do not engage with our resident managers or staff in discussions regarding protected subjects such as race, disabilities, etc., as this information is not required from you in renting an apartment.
13. The staff of Belmont Brokerage & Management, Inc., are here to help you look at all available rental units. They may accept an application for processing, but they are not involved with the credit approval process. The credit approval process is done by Belmont Brokerage & Management Inc's credit department. Please do not ask the staff questions pertaining to the possible denial or approval of your application.
14. If your application is denied, Belmont's credit department will send you a notice indicating the reason for the denial. This notice is considered confidential between you and the credit office. Your thirty dollar (\$30.00) application processing fee is **nonrefundable if you are denied.**
15. When your monthly rent is paid after your move in, we then will accept personal checks and money orders. **NO CASH PLEASE** All checks/money orders must be made payable to **BELMONT BROKERAGE & MANAGEMENT, INC.** Be sure that you have indicated your apartment number and address on the check/money order to insure proper credit. No 2<sup>nd</sup> party or non-lessee checks/payments will be accepted.